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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058 (B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 232-8779

DATE: January 2, 2009  
TO: All Assessing Officials  
FROM: Diana K. Boylls, Training Director  
RE: Level I and II Assessor-Appraiser Certification Course and Examination

In accordance with IC 6-1.1-35.5-4(a), the Department of Local Government Finance (DLGF) will administer the Level I and II Assessor-Appraiser Certification course and examination on a regular schedule beginning in February, 2009. As required by the statute, these courses and examinations will be offered in several locations throughout the state.

The classes will run for four consecutive days, followed by a 5-hour exam on the fifth day. During the first sessions of the classes, you must attend the entire session to be eligible to take the exam. After you have completed one cycle of the classes, you may retake the exam, if necessary, without having to retake the classes.

## **Course Format**

The Level I course will consist of the following:

- Day 1** – Cost Approach using Book 1 of the 2002 Real Property Assessment Guidelines
- Day 2 and Morning of Day 3** – Continue Cost Approach
- Afternoon of Day 3** – Introduction to the Sales Comparison Approach
- Day 4** – Introduction to the Income Approach and Review
- Day 5** – Review and test

The Level II course will consist of the following:

- Day 1** – Cost Approach using Book 2 of the 2002 Real Property Assessment Guidelines
- Day 2 and Morning of Day 3** – Continue Cost Approach
- Afternoon of Day 3** – Sales Comparison Approach
- Day 4** – Income Approach and Review
- Day 5** – Review and test

Preparatory class work taken prior to January 2007 will not count toward the requirements of pre-exam course work.

**Classes will begin at 9:00 a.m. and end at 4:00 p.m. each day.**

**Supplies to Bring With You:**

**For Level I:**

Please bring the 2002 Real Property Assessment Guidelines, Book 1, a calculator, highlighter, notepads, pencils, 12-inch ruler.

**For Level II:**

Please bring the 2002 Real Property Assessment Guidelines, Book 2, a calculator, highlighter, notepads, pencils, 12-inch ruler.

**Registration:**

There is no fee associated with registration for the course/exam. However, **a registration form must be completed and returned to the address/fax number indicated on the registration form no later than two weeks before the starting date of the class.** This will insure that adequate materials are available. If you do not pre-register, we cannot guarantee that materials will be available, even though space may be.

**If you need a copy of the 2002 Real Property Assessment Guidelines, please indicate on the registration form. Copies will be available at the class site, but only for those who request them in advance.**

**Examinations**

The Level I and II examinations will consist of 50 multiple-choice questions. You may have to work a problem in order to answer the questions associated with the problem. The test will run five (5) consecutive hours from the beginning of the exam, but will end no later than 4:00 p.m. on Friday, local time. There will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

As always, the course and exam is open to all Indiana citizens at no charge. However, a registration form must be completed. You will be required to show a photo ID on the test day.

The objective of the Level I and Level II exams is, in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The exam will test practical applications used in the performance of the duties associated with the office.

**The exams will be open book, and will be based on the course content and problems worked during class.** You may use any notes, manuals or other relevant materials during the exam.

**Passing grade is 70, and the test contains 100 points.**

If you have a physical impairment that will require special accommodations, please notify us in advance. Advanced notification will help us to best meet your needs. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

**Registration Process**

Please complete the attached registration form and return it by the deadline.

The classes/exams will be offered on a regular rotating basis throughout 2009. A complete schedule will be available shortly after the beginning of 2009 on our website at [www.in.gov/dlgf](http://www.in.gov/dlgf).

Please indicate your choice of locations by placing a check mark or “x” next to the location you desire.

In an effort to provide everyone with the opportunity to receive all information provided by the DLGF, please share all contents of this notification with others in your county, including staff members and members of the county PTABOA.

**Other Information**

Please feel free to dress comfortably. You will be sitting for long periods, and I would suggest that you dress in layers. The rooms have varying temperatures, so you need to be prepared.

Please feel free to bring any kind of snacks with you. You may also bring lunches, if you wish. There will be plenty of room in the classrooms for small coolers. You may also bring any type of non-alcoholic beverages you might want.

**Schedule**

This registration form will cover the courses/exams for February, and March 2009. Another registration packet will be sent in early March to cover April, May and June. There will not be as many classes offered in 2009 as there have been in past years, so watch the schedule closely if you need to get a Level I or II certification.

**Registration**

Please **mail or fax** registration page **by January 26** to:

Diana Boylls, Training Director  
Department of Local Government Finance  
Indiana Government Center North  
100 N Senate Avenue Room N1058  
Indianapolis, Indiana 46204.

Fax number is **317/232-8779**.

**Please do not e-mail registration forms since the e-mail may not be read in time for the registration deadline.**

2009 FIRST QUARTER  
COURSE/EXAM REGISTRATION FORM

Name: \_\_\_\_\_ Maiden: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Title: \_\_\_\_\_ (If vendor, please list company)  
*(Please list title, such as County Deputy Assessor or County Employee, if not a deputy. If you are a township employee in a township that is still operational, please either list yourself as a township deputy or a township employee. County Assessors and Township Assessors, please list yourselves the same way you always have.)*

Please register me for the following courses/exams that I have indicated below:

**Level I:**

February 2 through February 6, Warren Twp. Government Center, Indianapolis \_\_\_\_\_

February 2 through February 6, Marshall County Building, Plymouth \_\_\_\_\_

February 9 through February 13, Ivy Tech, Evansville \_\_\_\_\_

**Level II:**

March 2 through March 6, Warren Twp. Government Center, Indianapolis \_\_\_\_\_

March 2 through March 6, Ivy Tech, Evansville \_\_\_\_\_

March 9 through March 13, Marshall County Building, Plymouth \_\_\_\_\_

**Books and Manuals:**

Please reserve a 2002 Real Property Assessment Guidelines and Manual for me: \_\_\_\_\_

*(Manual will be available the first day of class, if reserved. There is no charge for assessing officials, but vendors must pay a \$25 fee each.)*

**I wish to sign up for the EXAM ONLY at the following location and date:**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Directions to the Class Locations**

### **Directions to the Indianapolis location:**

Warren Township Government Center, 516 North Post Road (317/327-8956).

Directions: Take Washington Street east to Post Road and turn left (north). The Government Center will be on your right, several blocks before you get to Warren Central High School. You can also take I-70 East to the Post Road exit and turn right (south). You will go past Warren Central High School, and the Government Center will be on your left.

**Please enter the building by the Township Trustee's office door.**

### **Directions to the Plymouth location:**

Marshall County Building, Room 307 (574)935-8545

112 W Jefferson, Plymouth, IN 46563

Directions: Coming from either west or east: Take US 30 to Plymouth, turn South on the SR 17 exit (Michigan Street). Go south about 1 mile to Jefferson Street, turn right and the building will be on the right. Coming from the north or south: Take US 31 to US 30 and go west on US 30 to the Plymouth (SR 17) exit. Once you get off on SR 17, follow the directions above.

### **Ivy Tech Community College-Evansville Campus**

#### **From I – 64 (coming from east of Evansville)**

Exit I – 64 onto I – 164 South. Travel approximately 12 miles to the Lloyd Expressway. Head west on the Lloyd approximately 9 miles. You will pass US 41. Take the second exit west of US 41 (the Martin Luther King Blvd/First Avenue exit). Proceed past the three way stop at Martin Luther King Blvd and turn right onto First Avenue. Stay on First Avenue for approximately 4 miles. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy's on the right. Ivy Tech Community College is in the next block.

#### **From I – 64 (coming from west of Evansville)**

Exit I – 64 onto US 41 South. Travel approximately 11 miles to the Diamond Avenue exit. Head west on Diamond Avenue for approximately 3.5 miles. At the First Avenue intersection, turn right (north). Stay on First Avenue for approximately .4 mile. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy's on the right. Ivy Tech Community College is in the next block.

#### **From west of Evansville through Mount Vernon**

Come into Evansville on the Lloyd Expressway (Indiana Highway 62). Take the First Avenue exit and proceed north (left) on First Avenue. Stay on First Avenue for approximately 4 miles. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy's on the right. Ivy Tech Community College is in the next block.

## **Ivy Tech Community College-Evansville Campus (con't)**

### **From east of Evansville through Newburgh**

Come into Evansville on the Lloyd Expressway (Indiana Highway 66). You will pass US 41. Take the second exit west of US 41 (the Martin Luther King Blvd/First Avenue exit). Proceed past the three way stop at Martin Luther King Blvd and turn right onto First Avenue. Stay on First Avenue for approximately 4 miles. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy's on the right. Ivy Tech Community College is in the next block.

### **From north of Evansville on US 41**

Travel south on US 41 approximately 11 miles south of the I – 64 intersection to the Diamond Avenue exit. Head west on Diamond Avenue for approximately 3.5 miles. At the First Avenue intersection, turn right (north). Stay on First Avenue for approximately .4 mile. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy's on the right. Ivy Tech Community College is in the next block.